

Leading Others

EXECUTIVE
ONBOARDING

LEADING
ORGANIZATIONS

LEADING TEAMS

LEADING OTHERS

LEADING SELF

Open for Enrollment

3 Day Course =

\$500 for Personnel Services Fee Customers,

\$800 for non-Personnel Services Fee Customers

State agencies:

Sign up via the Learning
Management System (LMS)

Non state agency users:

To register, contact

Rachael Stich

(360) 407-8441

Leading Others, the new Supervision Essentials

Leading Others is a collection of learning strategies and tools that help developing leaders expand their mindset and build necessary knowledge and skills needed for leadership in the public sector today and into the future.

The three-day class is required for all new supervisors, and replaced the former Supervision Essentials course in 2016. Leading Others aids in the transition, growth and development to successfully lead others.



Washington State Department of
Enterprise Services

Contact: Rachael Stich

rachael.stich@des.wa.gov

360.407.8441

introducing **Leading Teams**

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Now Open for Enrollment!

\$815 = 3 day learning experience

Upcoming Open Enrollment Dates:

- February 22, 23 and March 23
- March 28, 29 and April 30
- April 25, 26 and May 24
- May 22, 23 and June 19
- June 7, 8 and June 29

Sign up via the Learning
Management System (LMS)

Or contact
rachael.stich@des.wa.gov

Leading Teams

Leading Teams is designed for those who manage managers, in particular managers who have gone through Leading Others. This course focuses on the mindset and skills needed to successfully lead teams in the public sector.

We will explore how to motivate staff, manage risk, and develop effective teams to meet your organizational objectives. You will learn communication strategies, suggestions to manage conflict, and how to help your teams to navigate change effectively.



Washington State Department of
Enterprise Services

www.des.wa.gov

desleadingteams@des.wa.gov

360.407.8522

Leading Teams Pilots –All Agencies

Does Leading Teams Make a Difference? The data says yes!

I can apply what I learned to my work.

- **96.2%** Agree or Strongly Agree

Comments:

- Lots of great tools that I can use. I am becoming better about identifying areas that I can strengthen, even when I miss the mark.
- Yes, a lot of discussion helped me better understand how to manage better.
- Yes, I have already.

Would you recommend Leading Teams?

- **92.5%** Agree or Strongly Agree

Comments:

- I already have. This course is a must for managers in state government.
- I found it extremely valuable and would hope that everyone could go with an open mind to focus on their growth and development.
- I have already recommended it to quite a few. I think leadership at all levels could really benefit from this learning.

Leading Teams Pilots –All Agencies

Does Leading Teams Make a Difference? The data says yes!

Question	Pre/ Post	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	Agree Growth
I understand what psychological safety is and why it is important to effectively lead teams	Pre	15.8%	45.6%	31.6%	3.5%	3.5%	0%	61.4%
	Post	74.5%	23.5%	2.0%	0%	0%	0%	98%
I am aware of behaviors that “trigger” my reactions	Pre	20.7%	44.8%	32.8%	1.7%	0%	0%	65.5%
	Post	49%	47.1%	3.9%	0%	0%	0%	96.1%
I can manage my “triggers” and manage potential reactions	Pre	8.8%	42.1%	47.4%	1.8%	0%	0%	50.9%
	Post	27.5%	54.9%	15.7%	2.0%	0%	0%	82.4%
I say “no” to work that is not a priority while maintaining relationships	Pre	8.6%	24.1%	41.4%	22.4%	3.4%	0%	32.7%
	Post	19.6%	39.2%	35.3%	5.9%	0%	0%	58.8%
I understand how I personally am energized and how to keep my energy sustained	Pre	19.3%	36.8%	36.8%	5.3%	1.8%	0%	56.1%
	Post	45.1%	41.2%	13.7%	0%	0%	0%	86.3%
I demonstrate the skill to engage in conversations that include conflict with my peers and direct reports	Pre	15.8%	42.1%	31.6%	10.5%	0%	0%	57.9%
	Post	41.2%	41.2%	17.6%	0%	0%	0%	82.4%
I practice mindfulness throughout the day	Pre	12.3%	29.8%	26.3%	24.6%	5.3%	1.8%	42.1%
	Post	17.6%	49.0%	25.5%	7.8%	0%	0%	66.6%

Introducing a **NEW** eLearning *from Workplace Learning & Performance*

INTERVIEW SKILLS FOR PANELISTS



Course Overview

This course is intended for panel members and panel leads. This course begins by looking at the basic hiring process. It then describes the roles and responsibilities of both panel leads and panel members. Next, it discusses the importance and legal obligation of keeping candidate and interview information confidential. Then, it reviews questions that should be avoided during interviews that could potentially cause legal issues. Lastly, it provides some interviewing tips allowing you to make better candidate selection decisions. If you are a panel lead, you may also wish to complete the Hiring Process eLearning course found in LMS.

Performance Objectives

Upon the completion of this course, you should be able to:

1. Explain the basic hiring process.
2. Describe panel lead and panel member roles and responsibilities.
3. Ensure all candidate and interview information is kept confidential.
4. Avoid questions that may cause potential legal issues.
5. Identify interview tips that may help you make candidate decisions.
6. Avoid common interviewing errors.

Click [HERE](#) to access this course in the LMS.



www.DES.wa.gov/training

TEAMWORK

SOLUTION

COMMUNICATION

